

2011 RULES OF PROCEEDINGS OF THE SUFFOLK COUNTY PLANNING COMMISSION
Pursuant to Section A14-2A of the Suffolk County Administrative Code

RULES GOVERNING THE MEETINGS

1. ***Rules of Order*** All meetings shall be conducted in accordance with Roberts' Rules of Order, latest edition, except as modified herein.
2. ***Schedule of Meetings*** The Commission shall schedule twelve (12) regular meetings annually.
3. ***Regular Meetings*** shall be held the first Wednesday of the month at noon at the Riverhead County Center, the Hauppauge County Center or another appropriate venue. The date or place of the meeting may be changed by a vote of the Commission. All regular meetings of the Planning Commission shall be open to the public, however, they are not public hearings as that term is defined by state and county law.
4. ***Special Meetings*** may be called as necessary by the Chair or on the written request of three (3) Commission members. Such call or request shall state the purpose of the meeting and the members shall be advised of the purpose. Date, time and place shall be set by the Chair after it is determined that a quorum will be present.
5. ***Annual Meeting*** shall be the regular meeting in February of each year which will be held not later than February 15 in accordance with Section A14-1 of the Administrative Code. At this time the Commission shall establish the calendar of regular meetings for the year, and transact such other business as may properly come before such meeting. At this meeting, the Commission will elect for a one year term a Chair, and other such officers as it may deem proper.
6. ***Public Hearings*** shall be held by the Commission when required under sections A14-8, A14-19 and A14-21 of the Administrative Local Laws of Suffolk County. Notice of the hearings shall be provided in accordance the requirements of the Administrative Local Laws.
7. ***Quorum*** A majority of the fifteen (15) seats of the Planning Commission shall constitute a quorum thereof.
8. ***Absence of a Quorum*** In the absence of a quorum the meeting will be canceled or rescheduled.
9. ***Decisions*** The Commission may only take an action on a referral with the approval of at least eight (8) Commission members. If a Commission member chooses to abstain on a recorded vote, the Chair will allow the abstaining Commission member to give the reason for their abstention if they wish to do so.
10. ***Seating at Meetings*** Only members of the Planning Commission, the Director of Planning, the Deputy Director and the Assistant County Attorney assigned to the Commission shall be seated at the Commissioners' table at a meeting of the Commission. Members of the public and other staff members are not to seat themselves at the Commissioners' table, but will find seating elsewhere in the room to insure that there is no confusion as to who are Commissioners and to insure that there will be a smooth flow of Commission business.
11. ***Guests at Meetings*** The Chair shall request names of guests appearing at meeting.

12. ***Commission Invited Speakers*** Under the County Charter, the Planning Commission may invite any Officials of Government to participate in its' deliberations or otherwise assist it in discharging its' functions. The Planning Commission may also invite any government employee or professionals in planning related fields to participate in the meeting.
13. ***Public Participation in Meetings of the Planning Commission*** Any request to address the Planning Commission on any matter including subdivision or zoning referrals must be submitted prior to the meeting. Each request shall be submitted on a card identifying the person and/or organization and topic. Each speaker shall be allotted three (3) minutes.

An individual who has requested the opportunity to address the Planning Commission may relinquish his/her time to another speaker. However, no speaker may speak for more than six (6) minutes.

Demonstrative materials may be used as visual aids for presentation purposes but may not be submitted to the Suffolk County Commission unless in accordance with Rule No. 14 below.

14. ***Submission of written materials for consideration by the Planning Commission*** Only such written information relating to a specific application before the Commission which has been acknowledged by the referring agency shall be considered by the Commission during its' deliberations.
15. ***Referrals*** The Commission will only accept subdivision and zoning referrals submitted by the Referral Agency in accordance with the rules and regulations in the *Suffolk County Planning Commission Guidebook*.

The Guidebook also contains the Commission's general policies for making decisions on its referrals and details about its inter-municipal agreements.

16. ***Request for Services*** No request for planning services from the Suffolk County Planning Commission pursuant to Section A14-13A of the Suffolk County Administrative Code, will be undertaken without a vote by the Planning Commission at a regular or special meeting.
17. ***Unfinished Business*** All items of Unfinished Business shall appear on each agenda until resolved.
18. ***Nominating Committee*** A Nominating Committee of the Planning Commission shall be selected from its own members no later than the 15th day of November. The Nominating Committee shall be for the purpose of recommending a slate of officers of the Planning Commission pursuant to Section A14-1 of the Suffolk County Administrative Code. The Nominating Committee shall present the slate of candidates no later than the 15th day of January.
19. ***Subcommittees and Working Groups*** The Commission may create additional committees or working groups as needed in order to accomplish the responsibilities of the Commission. The Chair may appoint members to the working groups or subcommittees subject to the approval of the Commission.
20. ***Commissioners' Public Comments*** Commission members should not speak publically about any specific project or potential project within the Commission's jurisdiction.
21. ***Commissioners' Conversations With Private Applicants*** To prevent any perceptions of impropriety, Commission members should not have any discussions with a private applicant about a particular project within the Commission's jurisdiction.

22. ***Recusal*** If a Commission member intends to recuse themselves from the consideration of a matter, they should not discuss the merits of the matter with any fellow Commission member. While the Commission is deliberating regarding the matter that is the subject of the recusal, the Commission member should leave the Commission table and either sit in the audience or leave the room.